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PPB FUNCTIONS

THEN July 70	NOW April 73
ASP	Trans. to PSB October 72
Review EOD Personnel Actions	Trans. to PSB May 1972
EOD Travel	EOD Travel
EOD Orientation	EOD Orientation
Follow Up Interviews One Year -----	Follow Up Interviews One Yr. Follow Up Interviews Three Yr. <u>(May and September 1971)</u>
Reassignment and Placement Interviews ----- -----	Reassignment and Placement Interviews Pre-Exit Interviews EEO Counsellors
Monitor CSGA and Promotion Control	Monitor CSGA and Promotion Control
Review Personnel Actions	Review Personnel Actions
Monitor NTE Roster	Monitor NTE Roster
QSI Review -----	QSI Review Supergrade Action Review
Monitor Special Pay Scale Rules	-----
Delinquent Fitness Report Review	Delinquent Fitness Report Review

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Senior Secretary Roster

Special Projects

Special Projects

Face to Face Meetings with
Components

Agency Vacancy Notices
Started 3 January 1973

Language Prof. Cash Award

STAT We now have an officer with the MAG. We have had an officer on the
[redacted] Task Force (August to October 1970) and two were members of
the SP Career Panel.

We have conducted managerial reports and activities not precisely falling
within functional statements: Some examples are:

PRA Study
Dev. Comp. Review
Employ of Coll. Grads. at NPIC
Request for Accts. by Finance
Educational backgrounds of analysts in NPIC
ISD/PTP Classes of 1968 and 1969 (Promotion
Attrition Rates)
Survey of handicapped employees
Teletype Operator Survey
Part Time Employee Need Survey
C/PPB Brief FMSAC on CSGA
OCI on OSI
[redacted] on CSGA Promotion Problem
OSR on Promotion and PRA
Day Care Center
Review of Black Employee Files

STAT

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PROCEDURAL CHANGE

Changed EOD Orientation schedule to fit needs of Office of Security.

Established an EOD orientation folder as part of an effort to upgrade EOD briefing.

Stopped counting all Personnel actions signed. Began Face to Face Meetings with Components.

FUNCTION CHANGE

Began Pre-Exit Interviews (November 1971) Began and stopped Fitness Report Review.

Began and stopped within grade increase monitoring.

Began Agency Vacancy Notice System.

Transfer to PSB the ASP function.

Transfer to PSB the Authentication of EOD action function.

Became EEO Counsellors.

Began Supergrade Action Review.

Transferred Senior Secretary Roster to C/CSB.

Began authentication for D/Pers of Language Proficiency Cash Awards.

Began Three-Year Follow-Up Interviews.

Discontinued monitor of Special Pay Rates since they were discontinued.

VOLUME OF ACTIVITY

July 1970 - March 1973

	<u>FY 71</u>	<u>FY 72</u>	<u>FY 73</u>
QSI's	492	382	363
Interviews:			
Reassignments	172	151	79
Exit (Eff. 11/70)	121	168	163
One Year	150	55	109
Three Year (Eff. 5/71 for DDS&T and 9/71 for DDI and DCI)	18	20	29
EEO	0	1	1
EOD Groups/Employees	38/438	38/343	18/242
Average Employees per Session	11.5	9	13
Component Meetings (Eff. 8/71)	N/A	156	143
*Actions Authenticated	10,248	6,484	2,465

Special Projects -- Approximately one per month

*Eff. 3/72 figures include promotions and appointments only.

An informal check of actions authenticated by the PI indicates the average is approximately 400 per month. The total number of actions including mass transfers which the PI handles averages approximately 2,300 per month.

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PROFESSIONAL PLACEMENT BRANCH

TRAINING - July 1970 - April 1973

STAT

NAME	DATES	COURSE
	3/8/71 - 3/12/71	Trends and Highlights
	1/5/72 - 1/7/72	Equal Employment Opportunity
	3/29/72 - 3/31/72	Equal Employment Opportunity
	5/25/72 - 5/26/72	Annual Conference of the Society of Personnel Administration
	6/15/72	Upward Mobility Programs of the Dept. of Commerce
	9/6/72 - 9/8/72	Equal Employment Opportunity
	4/2/71 - 4/6/71	Advanced Imagery Interpretation Course
	5/1/72 - 5/3/72	Equal Employment Opportunity
	4/12/72 - 4/14/72	Federal Manager in E. E. O.
	10/18/72 - 10/20/72	Establishing an Orientation Program for New Employees
	11/1/71 - 11/5/71	Trends and Highlights
	1/5/72 - 1/7/72	Equal Employment Opportunity
4/24/72 - 4/28/72	Advanced Staffing and Planning	

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	NAME	DATES	COURSE
STAT	<div></div>	11/10/70 - 10/16/70	Advanced Management Planning
			No Training
			No Training
		12/6/71 - 12/10/71	Trends and Highlights
		4/3/72 - 4/7/72	Personnel Administration
		No Training	